

CITY OF RICHMOND PARTICIPATORY BUDGETING COMMISSION

BYLAWS

MISSION

The mission of the City of Richmond Participatory Budgeting Commission is to help facilitate a city wide implementation of a Participatory Budgeting Process. The commission seeks to foster a process that is inclusive of all Richmond, Virginia area residents.

This includes teenagers, undocumented, houseless, and disabled residents.

VALUES

The principles and standards by which Participatory Budgeting will take place are as follows:

- Sustainability in PB decision-making process, implementation, and environmental practices.
- Transparency and accountability in the PB decision making that includes clear communication of the expectations and boundaries of the process.
- Inclusivity in the process that prioritizes ensuring that people who are often excluded from the political processes have full access to the PB process.
- Improve quality of life by building projects that residents value.
- Empowerment through community decision making that sees results.

ARTICLE I - OBJECTIVES

Section 1. The name of this body shall be the Participatory Budgeting Commission of the city of Richmond.

Section 2. The role of the Participatory Budgeting Commission are as follows:

- Design and oversee PB process addressing questions as they arise.
- Create and update PB rulebook.
- Support outreach by raising awareness and encouraging involvement in an equitable fashion.
- Help facilitate assemblies and committee meetings.
- Communicate with budget delegates and ensure proposal development is in accordance with process goals.
- Monitor project implementation.
- Explain decision making through documentation and communication with commission and the community.

- Evaluate PB process.
- Provide feedback to city staff and advocate on behalf of the community.
- Recruit volunteers, stakeholders, and partners.

Section 2.2 The Participatory Budgeting Process allocates a portion of the city budget to be decided upon by Richmond, Virginia residents. Projects seeking funds must be located on city owned property and non-reoccurring. The Commission does not have any legal authority to enforce the funding of projects. The role of the Commission is to facilitate the process through democratic voting procedure and assist in developing winning projects.

ARTICLE II - MEMBERSHIP

Section 1.

(a) The Commission shall be composed of seven members and four non-voting alternate members appointed by the Council in accordance with the following requirements:

1. Two voting members shall reside in a Council district located north of the James River;
2. Three voting members shall reside in a Council district located south of the James River;
3. One voting member shall be a [disabled] person with a disability;
4. One voting member shall be a resident of public housing;
5. The four non-voting alternate members shall be residents of the city of Richmond and may be appointed from any Council district.
6. The chairman of the Commission selected in accordance with this division shall select an alternate member to serve in the place of a voting member in the case of the absence of a voting member. Any alternate member selected to serve in the place of a voting member during such voting member's absence shall have full voting rights during such voting member's absence.
7. No Council member or Council liaison may serve on the Commission.

(b) The voting members and non-voting alternate members shall serve for terms of two years and may serve up to two consecutive terms.

(c) All appointments shall be otherwise governed by sections 2-755 and 2-756 of the Code of the City of Richmond (2015), as amended.

(d) All other aspects of the Commission and its membership not addressed in this division shall be governed by Chapter 2, Article V, Division 1.

ARTICLE III - DUTIES

The Commission shall serve as an advisory body to the Council, the Mayor, the Chief Administrative Officer, and the Department of Budget and Strategic Planning for the implementation of a participatory budgeting process for City capital projects proposed by the Commission and for the development of a participatory budgeting rulebook. For purposes of this division, the phrase "participatory budgeting rulebook" means a set of recommended guidelines developed by the Commission, to the extent

permitted by law, concerning the process by which members of the public may participate in the annual budget process to provide the City with input on City capital projects proposed by the Commission. The Commission shall administer the participatory budgeting process provided for in this division. In addition, the Commission shall perform the following duties:

(a) Draft and finalize a participatory budgeting rulebook, which shall be approved as to form and legality by the City Attorney, providing for:

1. The development of recommendations for a data collection and community assessment project that considers health, social, and environmental quality of life indicators. Such assessment and recommendations shall be produced in an annual written report to the Council, the Mayor, the Chief Administrative Officer, and the Department of Budget and Strategic Planning measuring the quality of life indicators noted in this subdivision and incorporating relevant aspects of the City's master plan in such assessment and recommendations. In preparing its assessment and recommendations, the Commission shall obtain the advice and comment of City agencies, as the Commission deems appropriate, and, with regard to zoning matters, the Department of Planning and Development Review, which department shall have a representative present to assist the Commission at public events conducted by the Commission for the residents of the city of Richmond.
2. A process outlining how residents may participate in the annual budgeting process, the number and type of capital projects that the Commission may propose annually, how residents may offer any such resident's expertise on municipal budget matters, and any other relevant elements. Such process and any recommended funding for capital projects shall be delineated by Council District and shall facilitate citywide implementation of the process with a focus on transparency, community building, and representation from various groups, including but not limited to:
 - Persons with disabilities.
 - Youth and families.
 - Persons with a history of criminal charges or convictions.
 - Elderly persons.
 - Non-native English speakers.
 - Racial minorities
 - Women.
3. Parameters for participatory budgeting, including the following:
 - a. Only capital projects that are estimated to take up to one year to complete shall be considered.
 - b. Any proposals for funding shall not include any funding used to generate revenue, benefits, or funds to cover overhead, administrative, or overhead costs for private individuals or entities.
 - c. No proposed funding for projects shall require a change in City policy or applicable laws.
 - d. No proposed funding shall be for grants to nonprofit organizations.
 - e. No proposed capital projects shall promote religious or political beliefs;
 - f. All proposed capital projects be for the development of City- owned real estate.
 - g. Any proposals for funding shall not include funding for initiatives of or property operated by the School Board of the City of Richmond.

- (b) Any voting process used by the Commission shall use ranked voting and, in the event of a tie, the tie shall be decided by the Commission.
- (c) Funding opportunities shall be organized by district and shall organized by subject areas determined by the Commission.
- (d) Develop measures and goals to evaluate the success of the participatory budgeting process.
- (e) Establish a timeline for the implementation of the participatory budgeting process.
- (f) Determine the annual budget allocation of funds for capital improvement projects for all Council districts.
- (g) Develop outreach programs to solicit community participation in the participatory budgeting process, including the following:
1. A public marketing and outreach campaign, strategy, and annual budget.
 2. Funding opportunities to offset the City's costs to implement the participatory budgeting process.
 3. Recruitment of volunteers to assist with the preparation and submission to the City of capital project ideas.
- (h) Determine the qualifications for and train volunteers for the development of the participatory budgeting process.
- (i) Recommend the ways in which the City may oversee the implementation of the participatory budget process.
- (j) Recommend the ways in which the City may more efficiently oversee the timely and successful execution of select capital projects as may be determined by the Commission and how the City may keep the public informed about the details and progress of such projects.

ARTICLE IV - MEETINGS

Section 1. The Commission shall meet at least once per month and may schedule regular meetings as often as necessary to transact the business of the Commission. The Commission will meet on the first Wednesday of each month at 5:30 pm EST. The location shall be accessible to the public.

Section 2. Special meetings of the Commission may be called by any committee members with support by two other members

Section 3. Three current voting members shall constitute a quorum; however, a majority vote of all of the members of the Commission shall be necessary for any official action to be taken.

Section 4. A board member who is absent for three consecutive regular meetings or one-third of all regular meetings in a "rolling" twelve month timeframe automatically vacates the member's position. This does not apply to an absence due to illness or injury of the board member, an illness or injury of a board member's immediate family member, or the birth or adoption of the board member's child for 90 days after the event. The board member must notify the staff liaison and the chair of the reason for the absence not later than the date of the next regular meeting of

the board.

Section 5. The board shall allow citizens to address the board on agenda items and during a period of time set aside for citizen communications. The chair may limit a speaker to three minutes.

Section 6. The board may not conduct a closed meeting without the approval of the city attorney.

Section 7. Notice of the meetings shall be in accordance with the requirements of the Virginia Freedom of Information Act.

Section 8. Members are allowed to participate in the meetings electronically.

Section 9. The request to approve or disapprove participation may only be considered if a quorum of the commission is physically assembled at the primary or central meeting location. The requestor cannot be included in the require number establishing the quorum. The commission would announce the request and solicit a motion to approve or disapprove the request with the vote theron recorded in the minutes. Upon adoption of the motion if approved, the member shall be allowed to participate in the meeting by electronic communication means. Reasons for disapproval shall be recorded in the minutes.

ARTICLE V - REPORTING

Section 1. A summary of the Commission's activities for the preceding month shall be submitted to the Boards and Commissions Administrator by the first day of each month.

Section 2. An annual report of the Commission 's for the preceding year shall be submitted to City no later than February 15th of each year.

Section 3. The following information shall be submitted in writing to the Office of the City Clerk within 15 days after each meeting of the commission:

- (1) The date, time, and location of the last meeting of the commission.
- (2) A copy of the agenda of the last meeting of the commission.
- (3) A copy of any minutes approved at the last meeting of the commission.
- (4) A copy of the draft minutes, if not yet approved, of the last meeting of the commission.
- (5) The date, time, and location of the next scheduled meeting of the commission.

ARTICLE VI - AMENDMENTS

Notice of any proposed change in these Bylaws must be submitted in writing to members thirty (30) days prior to the meeting at which such change will be considered. These Bylaws may be amended at any such meeting by an affirmative vote of the quorum.

ARTICLE VII - PARLIAMENTARY AUTHORITY

Unless procedures are otherwise provided herein, Robert's Rules of Order Revised shall govern the business procedures of the Commission.